

**ICC MEETING MINUTES  
JUNE 10 & 11, 2010  
COMFORT INN  
BISMARCK, NORTH DAKOTA**

**PRESENT**

Scot Hoyer  
Dana Lone Bear  
Brenda Patzner  
Stephen Olson  
Shawnda Ereth  
Tammy Gallup-Millner  
Sen. Dick Dever  
Dr. Stephen McDonough

John Bole  
Holly Major  
Jennifer Barry  
Joe Elsberry  
Amanda Lausch  
Tara Bitz  
Jill Staudinger

ND Early Intervention Staff:  
Roxane Romanick  
Deb Balsdon  
Colette Perkins

Guests:  
Kathy Barchenger for Karen Tescher

Introductions were made.

**TOPIC: MINUTES REVIEW FROM MARCH 2010**

**ACTION:**

- A motion was made by Holly major and seconded by Joe Elsberry to approve the minutes as distributed.

**TOPIC: MEMBERS UPDATE**

**ACTION:**

- Nothing additional to report.

**TOPIC: MEMBERSHIP UPDATE**

**ACTION:**

- Governor's Office was asked to replace Arlene De La Paz with Joe Elsberry and this was approved in May.
- Governor's Office has been asked a number of times to address empty provider position and that has not happened.
- Roxane has requested a meeting to address staggering terms and is waiting to schedule this. Nicole is willing to visit about this.
- Submitted Shannon Graves to replace Sue Offutt.
- Jennifer Barry has not appointed at this time.
- Reappointment for Scot, Shawnda, Jennifer, Lori, Jill, Senator Dever, and Brenda.
- Have child care position to be approved, one provider position, higher ed, and parents in Region III and IV.

- A motion was made to write an encouraging letter to the governor's office, list rationale, talk about orientation, and that we are required to meet the federal statute, Tammy moved and Holly seconded. Motion passed.

**TOPIC: REPORT ON THE PARENTS AS CO-TRAINERS PROJECT AT UND**

**ACTION:**

- Dr. Peg Mohr and Sherry Johnson were present to review the project.
- The project has been in existence since 1996.
- 6 universities and colleges across North Dakota participate in the project.
- Dr. Mohr reviewed one component of the project which is the "Telling Your Story" workshop for parents. Parents are asked to bring a 10 minute sample of their family story. Tips are given in the workshop to refine their presentation to a particular audience.
- Parents get involved by co-presenting or co-teaching a course with an instructor.
- A registry of parents interested in being involved in these activities is kept by the project.
- University of Mary has a mentoring program where they match students with families for a semester. This is coordinated with assistance from the project.
- Dr. Mohr noted that there has been less co-instruction models as it is difficult to get universities and families to make this commitment.
- Tammy discussed the ND Integrated Services Grant and that this project through NDCPD has struggled finding parents who are ready for a leadership role ready to work with systems change efforts. Dr. Mohr felt that there may be parents in the registry that would be ready for this challenge. They do have leadership information available through the Co-Trainers project.
- Web link to the Parents As Co-Trainers Project:  
<http://www.med.und.edu/depts/pt/PAT/index.htm>

**TOPIC: REPORT ON FEDERAL DETERMINATION AND LOCAL PROGRAM DETERMINATION/VERIFICATION**

**ACTION:**

- Deb distributed a copy of the letter from the Department of Education Office of Special Education Programs regarding North Dakota's state determination.
- Last year we were at needs assistance and now at needs intervention primarily due to one area of concern (Indicator C8 – Transition).
- Some of the attempts to address this issue is that the state office will be meeting with DPI and reviewing the transition guidelines. In addition the EI Services Subcommittee will be focusing on transition.
- In addition to the federal determination, states are also required to make determinations of local programs. In ND, we have defined a program as a region.
- Deb referred to a chart labeled 2008-2009 APR Data. Presently, there are 5 regions at needs assistance and 2 at needs intervention.
- Deb informed the council that Minot State University has informed the Division that they will not be the provider of Infant Development services in Williston effective July 1.
- We will keep updating this Council on transition and as we do regional determinations.
- Discussion about the results from Region 7 – they have excellent staff but their caseloads are huge. One recommendation would be to use contract staff vs. employees through BECEP. Primary concern has been lack of documentation into ASSIST/Lotus Notes.
- A suggestion was made for a smaller group to meet with this region to talk about issues/concerns and what can we do to help. The emphasis of the meeting would be to discuss with them what type of support may be needed to improve the performance of the region.

- Deb noted that regional reports may be available for data from 2009-2010 at either the September or December meeting.

#### **TOPIC: NORTH DAKOTA PART C FISCAL REPORT**

##### **ACTION:**

Deb reviewed the 2008 Part C Budget. Included in this discussion is the use of the current ARRA fund. These funds need to be expended by 9-30-11. Refer to the budget for detail on this. Below are some of the highlights from that review:

- Materials Tech Pilot – Deb would like to work a region to hire a staff to primarily be in charge of creating materials and managing the tech equipment. This is being explored.
- General Supervision Retreat – This would involve Infant Development Coordinators, Regional DD Program Administrators, and ICC members to look at different components of general supervision, federal requirements for both CMS and OSEP.
- Family video – Deb noted that she would like to develop a project where EI staff are able to leave the video cameras and sd cards with families to show what happens in the family in their different environments. Would like to empower families to have access to the technology and learn to use it for their benefit.
- There a Iso may need some additional costs to address the transition of the Region 1 Infant Development program.
- Deb noted that she will be building training incentive funding into the ARRA budget to make sure that EI staff are able to continue to pursue professional development. This will only for the life of the ARRA funds.

#### **TOPIC: DEVELOPMENTAL DISABILITIES DIVISION SLOT REPORT**

##### **ACTION:**

- Deb distributed a copy of a Waiver Slot Report and went through that.
- Presently, there are 922 open slots in the traditional waiver.
- Deb reviewed information for the other Medicaid waivers – hospice, medically fragile.

#### **TOPIC: COMMITTEE REPORTS**

##### **ACTION:**

- Executive committee has not met.
- EI Services Subcommittee has not met since ICC March meeting.
  - The E.I. Subcommittee has a small workgroup coming together and they did meet. Federal OSEP put out a FAQ document at the early childhood OSEP conference on transition at 3.
  - The small workgroup talked about what was in that document and needing to be prioritized as work in our state.
  - Put together a work list and are meeting on June 27 with Nancy Skorheim and Alison Dollar of DPI to work on transition.
  - There are still concerns with eligibility determinations that the FAQ didn't address.
  - Special Education eligibility at the local level is a concern as the EI programs see disparity between the regions.
  - Reviewing definitions of who is potentially eligible. Currently ND would prefer to consider all children in EI as potentially eligible for Part B – this will continue to be discussed with DPI.
  - We still need to address the issue of the IEP being completed at the 2-9 meeting so that a plan is in place.
  - Extended school year – children turning 3 at some point during the year have availability to have extended school year.

- There continues to be differences in eligibility determination for DD Program Management as well as for special education services.
- We also need to insure that we have partnerships with early head start and headstart in place.
- The subcommittee also has had discussion about experienced parents and came up with basic functions/guidelines document and will go into the early intervention guidelines.
- Met with experienced parents as group and talked about these guidelines.
- EP's will work on developing basic information for an organizational packet from experienced parents for parents.
- Early Intervention Competency Workgroup is in place and has not met since last year Dec.
  - Meeting on June 28 and will make decision on roll out for competency measurement.
  - Orientation module is being worked on.
  - Have agreed upon competencies in core areas and in specialty areas - evaluation and consultation and in program leadership (admin and program leadership.)
  - Come up with North Dakota personnel standards specific to an occupation and qualifications needed and how person can function within early intervention within the state of North Dakota.
  - Trying to figure out what an early child hood special educator is in North Dakota.
  - Education Practice Board doesn't meet our needs in early intervention.
  - We came up with a list of 4 different type of degrees that people can have to serve as an early childhood special educator.
  - Resources for assessment tools for infants and toddlers and measurement.
  - Roxane distributed a handout showing the ND Early Intervention PEIP Definition which basically is the home visitor qualifications.
  - Addresses those people that work in infant development.
  - Have to consider some DDPMs; they are the first responder for the children we get into the system/in the hospital at time of intake.
  - The DDPMs develop initial IFSP if the child is in hospital (premature infants).
  - Roxane also distributed a handout showing current ND EI Qualifications to Consult & Evaluate as Early Childhood Special Educator (without sign-off); Current ND EI Qualifications to Consult & Evaluate as Early Childhood Special Educator (with sign-off from a qualified ECSE); and Proposed Future ND EI Entry Level Qualifications for Early Childhood Special Educators (Birth to 3).

**TOPIC: INFANT DEVELOPMENT RATE SETTING PROCESS**

**ACTION:**

- Deb noted that in the last waiver application, DDD was told we needed to change this reimbursement program.
- Infant Development will be paid for the following four activities: home visits (\$113 per home visit; contact notes for the date for the home visit); evaluation and assessment (\$388 per eval/assess. – report in Lotus Notes); IFSP development/update (\$376 per updated IFSP or review; document in Lotus Notes); and Consultation (\$236 per consultation; report in Lotus Notes)
- Infant development program can bill if there is a completed product.
- ID Programs evaluated the time that is involved to complete the activities of carrying a caseload – this information went into setting a rate.
- Presently, Deb is interested in piloting different delivery options for the home visit and the consultation.
- The change in funding methodology goes into effect July 1.

- Trainings have been held across the state.
- Deb noted that she hopes that this encourages more consultation, difference in frequency and intensity. Program delivery can change throughout the year and needs to be flexible.
- Keeping it budget neutral was a challenge in determining the rates.
- The question was asked about how are no shows, cancellations, etc addressed? No shows were factored into the budget and we looked at program audits. These are statewide numbers.
- Some programs are moving to stricter policies regarding family participation and if there are 3 consecutive no shows and no notification, the family will receive a letter stating they are discharged from the program, but not from DDPM.
- Deb noted that as the program are getting settled and are unsure about how the current service delivery system will drive the revenue, Deb is putting into place a system to use ARRA funding to reimburse staff for training. The programs will get paid up to 10 days per year per staff member for training purposes.

**TOPIC: REPORT ON ROUTINES BASED, FAMILY GUIDED INTERVENTION  
PROFESSIONAL DEVELOPMENT PROJECT COMPLETION OF YEAR  
ONE – DR JULIANN WOODS**

**ACTION:**

- Dr. Juliann Woods and her assistance, Emily joined the NDICC meeting via Skype from their office at Florida State University.
- Dr Woods is in a contract with ND EI to provide intensive training on service delivery. She provided some history, data, plans for this upcoming year.
- The primary focus of the training is to enhance the skills of the early intervention staff to make changes that are important to supporting children and families.
- The components of the training include providing coaching, mentoring and program evaluation.
- The premise of the training is that early interventionists help support learning within the context of everyday activities and focusing on functional outcomes. The program is built to support caregivers that are with the child 24/7 and has the closest relationship with that child. Helping North Dakota providers build steps into a comprehensive program.
- The project started with initial onsite training. This training is followed up by monthly partner mentoring and evaluation of practice. Video products are sent into the project each month and the participants are provided with feedback. The project is also supported by additional information such as monthly newsletters and quarterly video conference meetings
- What's next – expanded use of expert coaching for year 2; extended support of peer mentor for year 1; increase use of written & video performance feedback monthly; and integration and institutionalization of approach into public awareness, team meetings, decision making, and program procedures.
- Juliann and Emily commented on what is needed to support the implementation of this approach in the community.
  - Brief video that explains approach and what parents do when an early interventionist comes into the home,
  - Materials for incoming families,
  - Strategies/materials for community that support that there is a role for everyone to provide services for a child and family, Part c may be just one part of the supports a family uses
  - Keep materials succinct to support unique readers/audience. Keep info. for dads in mind.

**TOPIC: DISCUSSION OF MATERIALS DEVELOPMENT****ACTION:**

- John and Deb are working on doing some marketing of the information from Juliann Woods. We need information for families and referral sources. Need to get the overall picture and assigning someone to be a lead person and work with a marketing firm.
- Juliann will be meeting with DDPM to provide talking points in explaining this to families when you first meet with them.
- Developing an RFP to get a marketing firm – recommendations of things to be included – different delivery formats, different target audiences, child care providers. Recognize need for help at different phases and those working with the child care informed of this. Need a video with images.
- Facts for families – option for a parent with a severe learning disability. Much similar language – talking points in big letters, pictures, not overwhelming. Too many words – some would like this, some wouldn't. Take the time to review this with families and maybe one section at a time.
- Showing a video in the hospital and able to take home, during the evening for the parent to watch.
- DOH – provides information.
- Homeless shelters, abuse resource centers, etc.
- Timeline for the RFP – using the ARRA timelines.

**TOPIC: NEXT MEETING****ACTION:**

- Orientation – will be included.
- New fed dollars for state home visiting program- dept of health is actively involved and have Tammy do a presentation. Will be to our advantage to collaborate on that.
- Head start to do a presentation on Early Head Start – Allison. See how that meshes with early intervention. Information from the mega conference on the early childhood initiative that we could share also.
- Region IV presentation.
- Update on the Burns & Associate study.
- Elect a new chair in Sept.
- Committee Reports
- Update on Therap.
- Legislative update – any anticipated legislative action.
- Update on the OSEP Conference.
- Early learning guidelines – NCCIC and Zero to 3 approached ND to disseminate guidelines and have a group working on this for Zero to 3 purposes. Affecting Right Track and Infant Development - get implemented in other programs – using it as a tool. Tool for guidance but not for screening. Activity with each developmental guideline. Committee meeting on June 24 at Child Care Resource and Referral from 9am to 4pm – we will see if we can someone to attend this.